

If you are making a claim for housing benefit, use this checklist to work out what items you need to provide.

ID (at least 2)



- Birth certificate
- Driving licence
- National insurance number card
- Passport
- Bank or credit card
- Medical card
- Benefit payment book
- Marriage certificate
- Wage slip
- EEC identity card
- Recent gas or electricity bill

Proof of address (at least 1)



- Recent gas or electricity bill

- Tenancy agreement

Proof of rent



- Tenancy agreement
- Rent book
- Letter from landlord

Proof of earnings if working



- Last 5 pay slips if paid weekly
- Last 3 pay slips if paid monthly
- If you cannot provide pay slips, get your employer to complete the section at the back of the claim form.

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Proof of earnings if self-employed (all)



- Latest accounts
- Latest personal/business bank statements
- Latest tax assessment
- Proof of estimated earnings if you have been self-employed for less than a year

Proof of savings



- Last 3 months' bank statements for each account you hold
- Savings book
- Savings certificates
- Share dividend statements

- Information about any savings or investments that your children have.

Proof of benefits/tax credits (1)



- Benefit book (don't send this by post)
- Award letter and bank statement if you get paid into your bank account.

Proof of any other income



- Latest pension statement
- Proof of any maintenance
- Grant / bursary award letter.

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Information contained in this checklist is correct at the time of publication. Please check details before use.

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